

ATTACHMENT 4: ORGANIZATION'S CODE OF CONDUCT INSTRUCTIONS

Federal regulations (2 CFR part 200) and the U.S. Department of Housing and Urban Development's (HUD's) Notices of Funding Availability (NOFA) for discretionary funds require non-Federal entities receiving Federal assistance awards, excluding States, to develop and maintain written standards/codes of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest (2 CFR 200.318(c)(1)). HUD grantees are required to submit their code of conduct to HUD. HUD is streamlining the process for organizations to verify the collection of their submitted Code of Conduct policy.

Compliant Code of Conduct Policies

Codes of Conduct must:

1. Address the "Conducting Business in Accordance with Ethical Standards" requirements included in the Administrative, National & Departmental Policy Requirements and Terms for HUD's Financial Assistance;
2. Include a cover letter on the company letterhead that provides the name and title of the responsible official, mailing address, business telephone number and email address;
3. Prohibit real and apparent conflicts of interest that may arise among officers, employees or agents, or any member of their immediate family, partner or an organization that employs any of the indicated parties;
4. If applicable, the standards must also cover other organizational conflicts of interest;
5. Prohibit the solicitation and acceptance by employees, of gifts or gratuities in excess of minimum value; and
6. Provide for administrative and disciplinary actions to be applied for violations of such standards.

Note: Code of Conduct policies submitted to HUD are no longer valid after seven (7) years. Code of Conduct policies submitted in 2017 and prior expired and have been removed from the HUD Code of Conduct e-library. The e-library update includes compliant policies sent to the AskGMO mailbox from October 1, 2023 through January 1, 2024.

Instructions

For Exhibit 1 Attachment 4, please include the following:

1. A one page print out from the [Code of Conduct e-library excel sheet](#) and highlight the row stating that your agency has submitted their Code of Conduct to HUD.
If your organization is not listed in the Code of Conduct e-library, please forward an electronic copy of the Code of Conduct statement to askGMO@hud.gov and include a copy of your agency's Code of Conduct as Attachment 4 of the Agency Administrative Review.
2. The agency Code of Conduct that was submitted to HUD.